Classification
Approved For Release 2006/11/13 : CIA-RDP75-00399R000100150064-1

REPORTS INVENTORY

CONTROL NO. SRB 100 D

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)
Final Personnel Edit 100 D

2. TYPE OF REPORT
- [ ] STATISTICAL
- [ ] NARRATIVE
- [x] MACHINE-NAME LISTING

3. FUNCTIONAL AREA
- [x] PERSONNEL
- [ ] LOGISTICS
- [ ] MEDICAL
- [ ] TRAINING
- [ ] SECURITY
- [ ] FINANCE
- [ ] ADMIN. GENERAL
- OTHER (specify)

4. NO. OF COPIES PREPARED: 1

5. FREQUENCY (weekly, monthly, quarterly, etc.): Pay Per & Monthly Cut Off

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form computer print-out, etc.): C.P.O

8. ADP PROCESSING
- [x] YES
- [ ] NO

IF YES GIVE ADP PROCESSING NO.: P-01C

10. PREPARING COMPONENT (include lowest level contributing information to report)
OCS / Operations

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
Form 1150 & Computer Processing

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
									—

B. COSTS OF COMPUTER PRODUCED REPORTS

					3.00		36		108.00
					TOTAL COSTS PER YEAR				108.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.
Used as a check by OCS / MSD

14. FUTURE GOALS

PROPOSED BY COMPONENT FOR THIS REPORT
- [x] RETAIN AS IS
- [ ] CHANGE
- [ ] DISCONTINUE
- [ ] OTHER (explain)

ESTIMATED SAVINGS

MAN-HOURS	DOLLARS
—	—

15. DATE OF INVENTORY: 10-15-70

FORM 142 (22-36-43)

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Tab B

Savings Through Arranging Direct Mailing
of Reports to Users by OCS

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